PowerTeacher Pro User Guide Preview

PowerSchool
Student Information System

PowerSchool

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This edition applies to Release 9.2.9.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.
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Welcome to PowerTeacher Pro!

PowerTeacher Pro includes robust functionality for managing the classroom, including advanced features for both standards-based and traditional grading. Teachers use this mobile-friendly gradebook to get their work done quickly and to analyze student performance. Administrators set up district-level grading preferences and apply them to selections of schools to provide grading consistency and to save teachers time.
Use PowerTeacher Pro to:

- Create assignment categories
- Create assignments
- Score assignments and work with grades
- Assess student and class performance
- Set up district-level grading preferences

Getting Started

The gradebook is ready to go the first day of school. You don't have a lengthy setup because its default settings work for most teachers, at least to start. You may want to format certain items, but the default settings make the gradebook fully functional out of the box. Additionally, your district leaders may set up grading preferences for you to provide grading consistency between teachers and schools throughout the district.

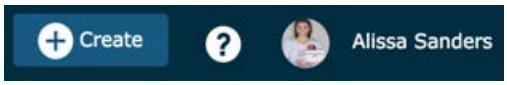
Navigate to the HTML-based gradebook directly through the PowerTeacher portal. There's no need to launch a separate application to access PowerTeacher Pro. The first time you navigate to the gradebook, you'll see a welcome message that introduces some of the features.

Navigating PowerTeacher Pro

Sign In to PowerTeacher Pro

Sign in to PowerTeacher Portal, and then select the **PowerTeacher Pro** link on the main menu.

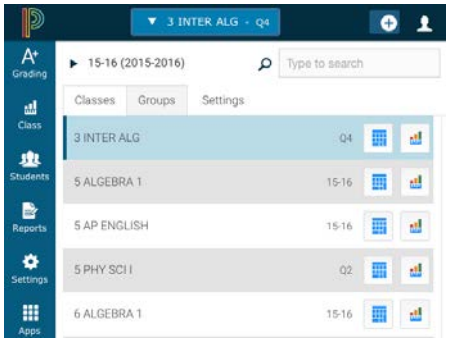
Navigation Bar



- Select **+Create** to create assignments or assignment categories.
- Select **?** to view contextual help.
- Select the silhouette or photo to sign-out of PowerTeacher Pro.

Class Selector

Select the term and classes from the class selector at the top of the page.



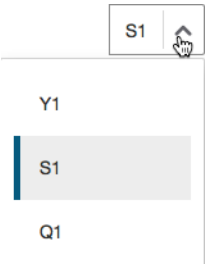
1. Open the class selector to choose a term based on classes or groups. Select the arrow next to a term to switch to that term view.
2. Select to view the Scoresheet for a class.
3. Select to view the grades progress for a class.
4. On the **Groups** tab, select all classes in the selected term or a class group. The groups are automatically created for classes occurring in the selected term that have the same expression, course, or school (if there are classes at multiple schools).
5. Select the **Settings** tab to change the Display Settings.

Charms Bar

Select an item on the charms bar along the left side of the app to open the corresponding section.

Term Selector

Select a term to change the current term that appears in PowerTeacher Pro.



PowerTeacher Portal

PowerTeacher Pro provides links to the PowerTeacher portal. These links are available on the **Students** menu, and from the **Apps** link on the charms bar.

Create

Categories

Category Details

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes.

Make a category available to one, some, or all of your classes. For example, if you teach two lab sections, you can create a category for lab work assignments and make the category available for use in only those two sections. When you create assignments for other classes, you will not see the lab work category in the list of available categories.

Your district leaders may also create categories for teachers to use. You cannot delete district-created categories, but if school policy dictates that you use your own categories or if you do not want to use district-created categories, you can make them inactive.

Create a Category

Before you begin creating assignments, it's recommended that you create categories so you can group assignments by type. Then, set up assignments in PowerTeacher Pro, choose whether or not to include them in the final grade, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

Create a Category

1. On the charms bar, select

and then choose **Category**.
2. Select the classes for this assignment

.
3. Choose/enter assignment information.
   - Check **Inactive** when you want to make categories that you no longer use inactive.
4. On the Assignment Defaults tab, when you select the Score Type, the fields change specific to your selection. See More Help on Score Types.
5. To include new assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected.

6. To view the categories that you or district leaders have already created, click the **View All** tab. District-created categories are labeled with an icon that looks like a building. Also, use the View All tab to view the classes that are using each category and the statuses of each category.
7. Select **Save** when finished.

Score Types

Choose from four different score types —points, percent, grade scale, or collected only. It's possible to use one score type for one category and a different type for another, but it's best to choose one method and use it consistently when scoring assignments so that your analysis of student performance is easier. When assigning specific score types to a category or assignment, choose from the following scoring options:

Score Type	Examples
Points – Record all scores as points	25 out of 25, 8 out of 10, 50 out of 100
Percent – Record all scores as percentage values	100%, 80%, 50%
Grade Scale – Record all scores as values from the grade scale	A, B, F or 4, 3, 1
Collected Only – Record all scores using the collected score indicator. This type has no score value and therefore does not count toward the final grade.	✓

Once you have set the way scores are to appear in each category, any assignment you create uses that format by default. You can change the default setting when you create individual assignments. Making a decision in advance for categories in general simplifies your gradebook work in the long term.

Assignments

Assignment Details

Before you begin creating assignments, it is recommended that you create categories so you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in the final grade, and tie them to standards.

Your district leaders may also set up assignment categories at the district level for you and other teachers to use. See Create a Category.
Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

Count in Final Grade

When setting up assignments, you can use the Count in Final Grade checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

Extra Points

You can determine the extra points. PowerTeacher Pro takes the total sum of Points Possible and Extra Points to determine the maximum points available on the assignment. When entering the score on the Scoresheet, you cannot enter a value greater than the maximum score that appears on the Assignments window in the Max Entry field.

Standards Based Grades

You can assign any number of standards to an assignment, and score each standard separately.

Create Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Creating assignments before entering scores does not skew how grades appear. The final grade that appears next to a student's name on the Scoresheet page reflects an average grade for only the assignments that you have scored already.

Create an Assignment

1. Select and then choose **Assignment**.
2. Select the classes for this assignment from .
3. Choose/enter assignment information.
4. When you select the Score Type, the fields change specific to your selection. See More Help on Score Types.
5. To include assignments in final grade calculations, verify that **Count in Final Grade** is selected.
6. Select the **Students** tab to choose specific students for which this assignment applies, if applicable.
7. Select the **Standards** tab to choose standards to apply to the assignment and whether or not they count in standards grades. Select **Auto-Calculate Assignment Standards Scores** to automatically calculate higher level standards grades from lowest level standards grades. For more information, see Auto-Calculate Assignment Standards Scores.
8. Select the **Publish** tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal. Select the **Publish Scores** checkbox to share the assignment score.
9. Select **Save** when finished.

When you save an assignment, **Duplicate** and **Delete** buttons appear on the Edit window. You can copy the assignment you just created, or delete it.

Create a Duplicate Assignment

To save time, copy existing assignments.

1. On the charms bar, select **Grading**, then select **Assignment List**.
2. Select the **Edit** icon next to the assignment name on the Assignments page.
3. Select **Duplicate**.
4. Edit the assignments details and click **Save**.

Grading

Score Inspector

While you can enter scores directly, use the Score Inspector to provide more details about the student's performance. Identify if an assignment is missing, if it was received late, if it was collected but hasn't been scored yet, if a student is exempt from completing it, if the student didn't complete it because he was absent, or if it is

incomplete for other reasons. Also use the Score Inspector to enter a comment about a student's score.

Navigation

Use the arrow buttons to navigate to a different student, or to a different score column.

Score

Enter the score in the score field, or select the score using the keypad. Select the x button to remove the score. Select the Undo button to revert your changes.

Special Codes

If your PowerSchool administrator has provided special codes, select **Codes**, and then select the applicable special code from the pop-up. The special code and the associated score attribute appears on the Scoresheet.
Default special codes are:
INC (Incomplete)
ABS (Absent)

MIS (Missing)

Score Attributes

Select an attribute on the Score Inspector to add it to a score. You can also use hot keys to add the attributes from your keyboard.

Hot Keys

Use keyboard shortcuts, or hot keys, to enter score attributes quickly. Press **Enter** to view the indicator in the cell.

Hot Key Code	Description
COL or (.)	Marks an assignment collected.
LA or (*)	Marks an assignment late.
MI or (/)	Marks an assignment missing.
EX	Marks an assignment exempt.
AB	Marks an assignment incomplete due to student absence.
IN	Marks an assignment incomplete.

Note: If you have special codes that coincide with the hot keys (for example, ABS for absent), you must enter the full special code in order for it to appear in the score field.

Fill Scores

Use the Fill Scores functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student.
To fill students' scores for one assignment:

1. Enter the score or select the score indicator in the Score Inspector.
2. Select the **Fill** icon on with the vertical arrows.

To fill multiple assignment scores for one student:

1. Enter the score or select the score indicator in the Score Inspector.
2. Select the **Fill** icon with the horizontal arrows.

Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

Comments

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the Comment Bank.

To enter comments manual:

1. Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field.
2. Enter comment text. A comment icon appears in the score field, indicating that a comment exists for that score.

To select comments from the Comment Bank:

1. Select the **Comment** icon on the Score Inspector.
2. Select the **Comment Bank** button.
3. To limit the comments that appear in the Comment Bank, enter information in the Filter field and then select Apply.
4. Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list.
5. Select the checkbox next to one or more comments you want to add to the score.
6. Choose if you want comments separated by a line break or a space.
7. Select **Insert Comments**. A blue Comment icon appears in the student's score cell. Click the icon to read the comment.

When creating personalized comments, use smart text to automatically insert personal student information—such as the student's preferred name—straight from the PowerSchool database. Smart text is represented by a field or pronoun, such as <he/she>, and will be replaced with the word "he" or "she" based on the student's gender when you add the comment. In your comment bank entries, you would enter, "<first name> is improving each week." After you add the comment to an assignment, the parents or student will see "Nicholas is improving each week." When you use the fill scores functions to fill comments that include smart text, you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "<first name> completed all assignment tasks," and filled the comment for other students, each student's name would be personalized in the resulting comments.

Assignments

The Assignments page displays all assignments for the currently selected class. View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. When you access PowerTeacher Pro, you see the Assignments page by default.
The assignments are listed by the most recent due date by default.

Use one of two methods to score an assignment—score a single assignment from the Assignments page or score multiple assignments on the Scoresheet.

View Assignments

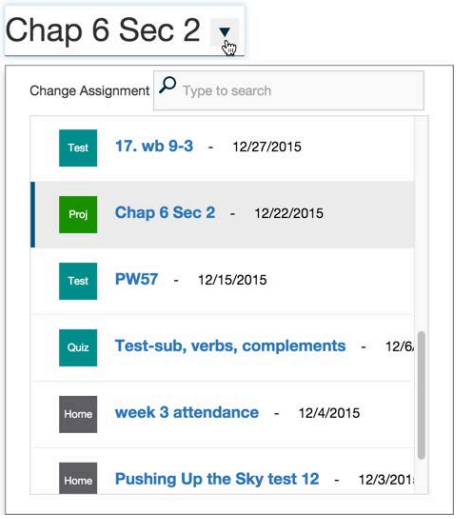
1. On the charms bar, select **Grading**, and then select **Assignment List**.
2. Select **Filter** to access the filtering options.

    - Select + to add filter settings for the assignment list. Use the pop-up menus to choose the filter options and search operators.
    - Select **Needs Scoring** to display assignments that are not yet scored. Select **Due** to display assignments closest to the due date.

3. Select **Apply** to execute the filter settings.
4. Select a column heading to change the sort order of assignments.

Work with Assignments

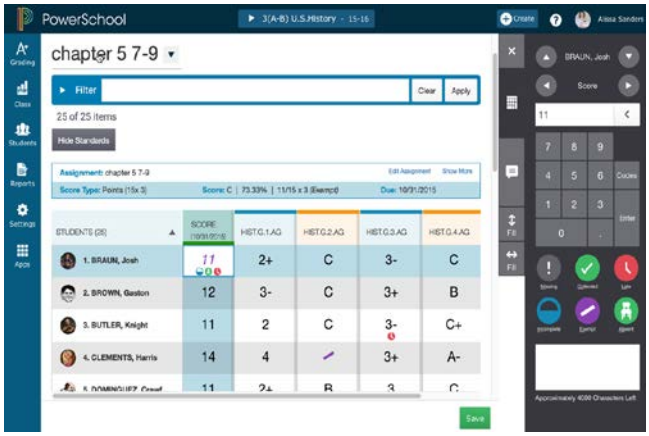
1. On the Assignments page, select the assignment name. The Single Assignment page appears with the students associated to the assignment.
2. Change to a different assignment by selecting the assignment name and choosing an assignment from the Quick Menu.



    - Select **Filter** to access the filtering options.
    - Select + to add filter settings for the student list. Use the pop-up menus to choose the filter options.

3. Select **Apply** to execute the filter settings.
4. Select a column heading to change the sort order of assignment scores.

5. Select a cell to the right of a student name to display the assignment summary information and the Score Inspector.



6. Select **Edit Assignment** to make changes to the assignment.
7. Select **Show More** to display the grade scale used for the assignment (if applicable).

Score Single Assignment

1. On the Assignments page, select the assignment name. The Single Assignment page appears with the students associated to the assignment.
2. Enter the students' assignment scores in the **Score** column. If standards are aligned to the assignment, enter the standards scores in the standards columns. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells.

3. Select **Save**.

   Note: If you navigate away from the page before saving scores that you've entered, a prompt will appear asking if you want to discard the changes or save them and continue.

Auto-Calculate Assignment Standards Scores

On the Assignments page, you can select if you want the assignment score to auto-calculate the standards scores.

1. Select an assignment name on the Assignments page or Scoresheet.
2. On the **Standards** tab of the Create/Edit Assignment dialog, you can select if you want the assignment score to auto-calculate to standards scores.

Auto-Calculation Scenarios

If no calculation preferences are set:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Using assignment standard scores to calculate the final standards grade	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The scores are calculated to a grade value, then the cut-off is used to determine the final grade.	Numeric scales with decimals use basic numbers with no special values. Numeric scales with no decimals or with extras use numeric value and numeric cut-offs to calculate the standards grade.

If preference is set to calculate the higher level standards grades from lowest level standards grades:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Rolling up standards final grades to the higher level standards, when all lower level standards have the same scale	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher level standard grade value, then the cut-off is used to determine the final grade.	Numeric scales with decimals use basic numbers with no special values. Numeric scales with no decimals or with extras use numeric value and numeric cut-offs to calculate the standards grade.
Rolling up standards final grades to the higher level standards, when some of lower level standards have different types of conversion scales	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher level standard grade value, then the cut-off is used to determine the final grade.	Uses the grade value and cut-off to use the values and cut-offs grading method.

If preference is set to allow assignment scores to auto-calculate the assignment standards scores:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Pushing scores	Uses values and cut-offs	Uses values and cut-offs to

from the assignment to the standards scores	to calculate the standards score. Every letter has a grade value. The cut-off is used to determine the assignment standards score.	calculate the standards score. Every numeric grade has a percent value. The cut-off is used to determine the assignment standards score.

Scoresheet

Using the Scoresheet page, you can score assignments, and view and edit final grades for students enrolled in a class.
When you select a score field on the scoresheet, the Score Inspector appears, and summary information on the assignment, grade, or standard appears at the top of the page.

1. On the charms bar, select **Grading**, and then select **Scoresheet**.
2. Select Show Assignments from Most Recent to sort assignments by date.
3. Locate the assignment you want to score, and enter the students' assignment scores in the **Score** column.
4. If standards are aligned to the assignment, enter the standards scores in the standards columns. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells.
5. To change the term, make a selection from the Term menu in the upper right portion of the page.
6. To make changes to the assignment, select **Edit Assignment** in the Summary area.
7. To view the grade scale, calculation formula (for course grades), or special codes for the item you are scoring, select **Show More** in the Summary area.
8. Select the assignment name in the column heading to view assignment details.
9. Select **Save** when you are done entering scores.

Remember:

- To change to a different class, choose a class from the Class selector.
- To change the term, choose a term from the Term selector.

Categories

View and work with categories on the Categories screen. District-created categories are labeled with an icon that looks like a building.

If a section is shared between multiple teachers, only the lead teacher can add categories.

Work with Categories

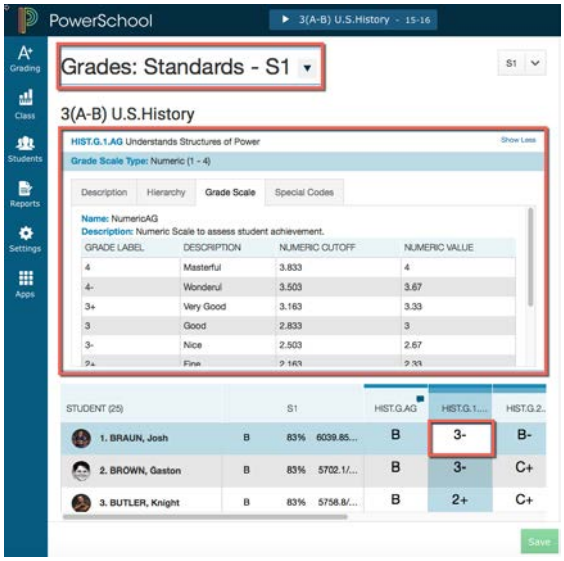
1. Select **Grading** from the charms bar, and then choose **Categories**. The categories for the selected class appear.
2. Select next to the category name to edit. Select **Save** when your changes are complete.
3. Select the arrows to move categories higher or lower on the list to sort the categories.
4. Select **Show Inactive** to display categories that are not currently active.
5. To delete a category, select next to the category name. Select **Delete**, and then select **Confirm Delete**.

Standards Grades

Teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that an assignment, PowerTeacher Pro automatically calculates a standards final grade. At any point, the teacher can manually override the calculated standards final grade when appropriate.

Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Grades section of PowerTeacher Pro.

1. On the charms bar, select **Grading**, and then select **Standards**.



2. Select a grade field, and the summary information displays information about the standard.
3. Select **Show More** to view further details of the standard. Select a tab to view the following information:

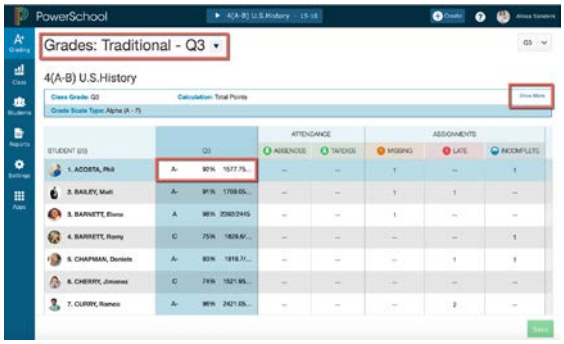
    - **Description** provides a brief description of the standard.
    - **Hierarchy** provides a complete list of the standards that comprise this group.
    - **Grade Scale** provides details on the grade scale associated to this standard.
    - **Special Codes** displays any special codes associated to this standard.

4. Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed.
5. Select **Save**.

Traditional Grades

View the traditional grades for an entire class, along with a summary of how many absences, tardies, missing assignments, late assignments, and incomplete assignments each student has.
Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Grades section of PowerTeacher Pro.

1. On the charms bar, select **Grading**, and then select **Traditional**.



2. To edit the final grades, select a field in the first column and edit the data in the Score Inspector. The grades correspond to the reporting term you select in the term menu in the top-right corner of the page. To see grades for a different term, open the term menu and select a reporting term code.
3. Select **Show More** to view further details of the standard. Select a tab to view the following information:
    - **Grade Scale** provides details on the grade scale used for this grade.
    - **Special Codes** displays any special codes associated to this grade.
    - **Formula** displays the calculation formula used for the grade.

4. Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed.
5. Select **Save.**

Comment Verification

Use this page when you are getting ready to complete grades for report cards. View all comments for a selected class and term.

1. On the charms bar, select **Students**, and then select **Comment Verification**.

   Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.
2. To add or edit a comment, selects a student's final grade.
3. Select the Comment icon in the Score Inspector.
4. Add comments for additional students.
5. Select **Save**.

Category Totals

View students' final grades data, aggregated by category, to see how students are performing in one area.

Work with Category Totals

1. Select **Grading** from the charms bar, and then choose **Category Totals**. The categories for the selected class appear.

   Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Grades section of PowerTeacher Pro.

2. Select **Show All Categories** to display all available categories. Select Show Categories for this Section to limit the category display to only those associated to the selected section.

All Reporting Terms

View the final grades for all reporting terms.

1. Select **Grading** from the charms bar, and then choose **All Reporting Terms**.

   Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Grades section of PowerTeacher Pro.
2. To edit the final grades, select a grade and edit the data in the Score Inspector.
3. Select **Show More** to view further details of the standard. Select a tab to view the following information:
   - **Grade Scale** provides details on the grade scale used for this grade.
   - **Special Codes** displays any special codes associated to this grade.
   - **Formula** displays the calculation formula used for the grade.

4. Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed.
5. Select **Save.**

Class

Work with Classes

Manage class groups and work with classes at multiple schools.

When you first launch PowerTeacher Pro, the Class drawer displays classes for the current term.

When selecting subsequent classes, the page that appears is the last page in which you were working. For example, if you are working in the Assignments page and need to switch to another class, when you select that class, the Assignments page for the selected class appears.

Classes will not display on the Class drawer until the date you are associated with a class. If you are associated with the class on the start date, the class displays in the Gradebook earlier to allow time for class preparation.

Class Drawer

Classes and Groups appear on the Class Drawer.
MORE TO COME

Select Classes and Groups

1. Select

, and then choose a Class on the Class drawer.
2. The gradebook page updates with the selected class.
3. Select the **Groups** tab.
4. Select All Classes to view students in all classes.
5. Select a group to view a class group.

More Class Drawer Help

Select to take attendance.

Select to view the grades progress page (Standards or Traditional).

Standards Grades Progress

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

View Standards Grade Progress and Distribution

1. On the charms bar, select **Class** and then choose **Standards**. The grade distribution graph for each standard appears..
2. Use the class selector to change to a different class, or to select a class group.
3. Select a grade distribution graph to view the Standards Grades Distribution screen.

3. Select and then select the **Show Trend** box. Deselect the **Show Trend** box to hide the trend column. Select the term you want to compare against.
4. Select a Score Distribution chart to view the final grades and trend comparison. Arrows indicate if the grades are trending up or down against the selected comparison term.
5. Select **OK** to close the screen.
6. The number in the **Assignments** column indicates the number of assignments that you have used to give students opportunities to practice the standard or to assess their levels of mastery. Select the Assignment icon to view the Standards Assignments Trend screen. The Score Type column displays the calculation method, the total value, and the weight. Select a column header to sort information. Select an assignment to view or edit a score.
7. Select **OK** to close the screen.

Standards Grades Progress Details

All of the standards aligned to the course are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of scores for the class. The colors in the graph correspond to the grade scale color levels.

For example, if the grade scale defines the standard score 4 as dark green, the graph displays a dark green bar that corresponds to the number of students who have a 4. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers above the colored bars show the total number of students who have passing grades versus the total number of students who have failing grades. You can see, at-a-glance, whether or not students in the class are demonstrating mastery of the standard. If, for example, you find that most of the students have failing scores, you may need to reteach the concept or provide more opportunities for practice.

Traditional Grades Progress

The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term.

View Traditional Grade Progress and Distribution

1. On the charms bar, select **Class** and then choose **Traditional**. The class grades progress appears in a graph.
2. Use the class selector to change to a different class, or to select a class group.
3. Select **Missing**, **Late**, or **Incomplete** to view the Traditional Grades page with summary information on each category.

3. Select the progress graph to view the Traditional Grades Distribution screen.
4. Select and then select the **Show Trend** box. Deselect the **Show Trend** box to hide the trend column. Select the term you want to compare against.
5. Select a Score Distribution chart to view the final grades and trend comparison. Arrows indicate if the grades are trending up or down against the selected comparison term.
6. Select **OK** to close the screen.

Traditional Grades Progress Details

The Traditional Grades Progress screen provides a graphical view of the grade distribution across the selected class.

The column on the left lists the number of students who have earned each traditional grade in the grade scale. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the grades A and A- as dark green, the graph displays a dark green bar that corresponds to the number of students who have an A or A-. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers in the column on the right show the total number of students who have passing grades versus the total number of students who have failing grades.

To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.

Class Descriptions

Use this page to enter class descriptions that will appear on the PowerSchool Student and Parent portal.

1. On the charms bar, select **Class**, and then choose **Descriptions**.
2. Enter the description in the field provided.

Grade Calculations

Use this page to set calculation formulas for a class.

1. On the charms bar, select **Class**, and then choose **Grade Calculations**.
2. Select the class, and then choose for the specific term.
3. On the Formula tab, select the calculation weight and type.
4. On the Drop Scores tab, select which lows scores to drop from the calculation.
5. Select **Save**.

Grade Calculation Setup

Use calculation formula sets to define the final grade calculation methods—how you want students' assignment scores to count towards their final grades.
Choose whether you'll calculate the students' final grades using total points, term weighting, standards weighting, or category weighting. You can combine calculation methods by using different methods for different terms, such as total points for Q1 and Q2 and term weighting for S1.

Total Points

Use the total points method to calculate a student's final grade by dividing the points the student earned for the class by the number of points possible for the class. Using this option, a student might earn 1250 points out of a total 1600 points possible.

Term Weighting

Use the term weighting method to calculate a student's final grade based on grades from shorter reporting terms. For example, you might calculate the Semester 1 grade based on the final grades for Quarter 1 and Quarter 2. In this scenario, you might enter 40% for Quarter 1 and 60% for Quarter 2. Each percentage is a weight used to determine how the smaller term contributes to the final grade.

Standards Weighting

To have a standards final grade count in the course final grade for a reporting term (whether Q1, Q2, or S1), you must use standards weighting. Use the standards weighting method to calculate a student's course final grade based on final grades from the standards aligned to the course. Pick specific standards for each course in the course settings. Set up standards weighting similar to how you set up term weighting by defining the percentage that is the weight used to determine how the standards grades contribute to the final grade. For example, you might calculate the Semester 1 final grade based on 40% of the standards grades from Q1 and 60% of the standards grades from Q2.

Category Weighting

Categories are broad classifications for assignments, such as homework and tests. Use the category weighting method to calculate a student's final grade using assignment categories. Assign a weight to each category to determine how it contributes to the final grade. The total number of points the student earns for each category is multiplied by the weight and then divided by the total points possible for the class. For example, you might use the categories Homework, Tests, and Final Project, and assign each the respective weights 20, 40, and 40.
You do not have to include all of the categories in the final grade calculation. For example, if you don't want to include scores from the Quizzes category, then you don't need to add that category to the calculation.

Students

Students

View student progress, manage communication and work with assignments.

1. On the charms bar, select **Students**.
2. Search for a student using the search field. Use the selection buttons to limit the search to a class or all classes for the teacher.
3. Select a Student View from the menu. The details for the student highlighted in the Students list appears.
4. Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.

Remember:

- To change to a different class, choose a class from the Class selector.
- To change the term, choose a term from the Term selector.

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Remember:

- To change to a different class, choose a class from the Class selector.
- To change the term, choose a term from the Term selector.

Student Assignments

View a summary of the student's grades and assignments for the selected reporting term.

1. On the charms bar, select Students. Locate the specific student and then select **Assignments**. View a summary of the student's course grades at the top of the page.
2. Select **Filter** to access the filtering options.

    - Select + to add filter settings for the assignment list. Use the pop-up menus to choose the filter options and search operators.

3. Select **Apply** to execute the filter settings.
4. Select a column heading to change the sort order of assignments.
5. Select an assignment name to view assignment scores for the class.
6. Select a cell to display the assignment summary information and the Score Inspector. When you change a score, it is highlighted to indicate that it has changed.

7. Select **Save**.
8. If there are Standards associated to the assignment, select the **Standards** icon to view the Assignment Standards Detail.
9. Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.

Student Standards Progress

The Standards Progress page shows the student's standards grades for each standard that was assessed by reporting term. The column that corresponds to the current term is highlighted. Compare the grades the student received in each term to assess his or her progress.

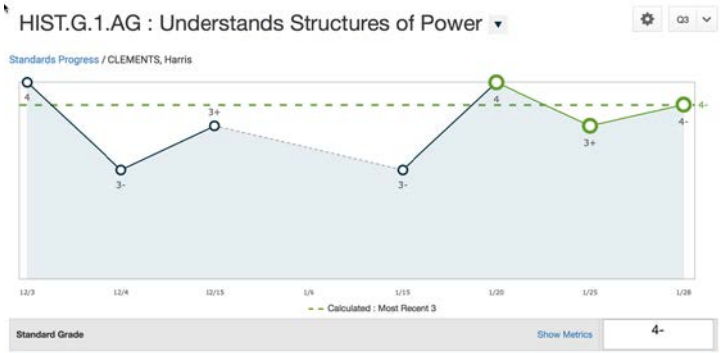
1. On the charms bar, select Students. Locate the specific student and then select **Standards Progress**.

3. Select an assignment name to view assignment scores for the class.
4. Select a cell to display the standards summary information and the Score Inspector. When you change a grade, it is highlighted to indicate that it has changed.
5. Select **Save**.
6. To view the assignments that you used to assess the standard, click the icon in the **Assignments** column. Use the graph at the top of the page to see how the student performed over time on the standard. Learn more about the Standards Progress graph.
7. Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.
8. To view the student's performance on additional standards, open the Quick Menu (the arrow next to the page heading) and select a standard.

Student Standards Progress Graph

The standards progress graph page shows how the student performed over time on the standard.
For example, if the standard was assessed on five assignments, you can see the five standards scores the student received. If the calculation method is set to the three

most recent scores, you can see those scores in green on the graph and a dotted line that represents the calculated score.



To see a summary of the standards scores statistics, select **Show Metrics**. The following statistics appear:

- Most Recent – The average of the most recent score(s)
- Mean – The mathematical average of the scores
- Median – The middle of the scores (half of the scores are above this number and half are below)
- Mode – The most common score achieved
- Wt. Mean – The average of the scores based on the average of total weighted points
- Highest – The highest score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept you're assessing, or you may need to revise the assignment.
Select a score on the graph, or a Standard Score field, and the Score Inspector appears. Change the score as needed, and then select Save. If you change the Standard Grade, a black triangle appears in the upper left corner of the grade field to indicate that the grade has been manually changed.

Comment Log

Use this page to review all comments entered for a student.
Depending on the types of comments you've entered for the student, the comment log may show course grade comments, standards grades comments, and assignment comments.

1. On the charms bar, select Students. Locate the specific student and then select **Comment Log**.
2. Select **Filter** to access the filtering options.

- Select + to add filter settings for the assignment list. Use the pop-up menus to choose the filter options and search operators.

3. Select **Apply** to execute the filter settings.
4. Select a column heading to change the sort order of comments.
5. Select a Grade/Score field to display the assignment summary information and the Score Inspector. Select the **Comment** icon on the Score Inspector to change the comment.
6. Select **Save**.

Demographics

This page shows the student demographic information as entered in PowerSchool. On the charms bar, select **Students**, and then select **Demographics**.

Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.

Quick Lookup

This page is the same page that administrators see in PowerSchool and shows the student's attendance for the last two weeks, the current schedule, current grades, a summary of total absences and tardies, and current GPA.

1. On the charms bar, select **Students**, and then select **Demographics**.

   Use the Quick Menu links (the arrow next to the page heading) to navigate to other pages in the Students section of PowerTeacher Pro.
2. Select a grade to view additional details.

Reports

Reports

PowerTeacher Pro offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. You can generate reports for

all students who are enrolled in a class, for all students who are enrolled in all your classes, or for specific students.

Run a Report

1. Select **Reports**, and then choose the report name.
2. On the **Criteria** tab, choose the content for the report.
3. If you want to run the report for a subset of students, select **Add/Remove Students** and use the Filter field to search for specific students.
4. Select the **Format** tab to specify how you want the report to look, including notes at the top an bottom of the first page of the report.
5. Select **Run Report**.

Note: When you select Run Report when using most browsers, the PDF file automatically downloads to your computer. When using Safari browser, the report output appears in a window. Choose **File > Export as PDF** to download the report to your computer.

Settings

Display Settings

Choose how you want information to appear in PowerTeacher Pro.

1. On the charms bar, select Settings, and then select **Display**.
2. Make your selections from the fields provided:
    - Open pop-up menus by selecting .
    - Select a box to add a checkmark and activate the setting .